

**South Carolina Board of Barber Examiners  
OJT Overview Meeting  
November 15, 2021 9:00 a.m  
Via Videoconference**

### **1. Meeting Called to Order**

Chairman Paul Robison called the meeting to order at 9:00 a.m.

Staff members in attendance via videoconference included Theresa Brown, Administrator; Mary League, Advice Counsel; Kimberly Brooks, Staff; and Patrice Deas, Staff.

### **2. Review of Statutes and Regulations**

The purpose of the Overview meeting is to inform prospective students and instructors of what is required of each of them and what they will be expected to do in order to pass the exams. The OJT Overview is a requirement for obtaining an OJT student permit.

Topics addressed by Mr. Paul Robinson included:

- Monthly hour sheets are due no later than the 10<sup>th</sup> of each month for each student. Instructors can face a potential fine of \$500 per student for late hours. Daily hours should also be documented in the shop and should match the monthly records.
- Pass rates for OJT students have been low, which is the reason for requiring the OJT overview.
- Registered barber instructors can only train registered barber students. Master hair care instructors can train students for either the master hair care or registered barber exam.
- A final transcript should be provided to the student and to the board within 5 business days of ending the student/teacher relationship. Final Transcripts should include no more than 1920 hours.
- Students and instructors should review the Candidate Information Bulletin (CIB).
- There is an exam overview for all instructors, which is typically held in June. The date will be announced to instructors when the date is confirmed. OJT instructors are encouraged to attend.
- Training hours will not count until a permit is issued.
- A monthly report should be submitted every month even if the student did not receive any hours. The form must be signed by both the instructor and the student.
- Permits are not transferable to a different shop or instructor. You will need to submit a new student application.
- Acceptable teaching materials were reviewed. Each student should have a book, workbook, and kit.
- Students should be using the 5<sup>th</sup> or 6<sup>th</sup> edition of the Milady Barbering textbooks and workbooks or the Pivot Point textbooks.

### **3. Adjournment**

Chairman Robinson adjourned the meeting at 9:55 a.m.

